

Job Description
Missouri State Highway Patrol

Class Title: Fleet Control Coordinator

Title Code: V00638

Effective Date: 12/11/00

Date Reviewed: 1/12/06 hrd

Date Revised: 1/12/06 hrd

Immediate Supervisor: Garage Superintendent

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is responsible work in the sale of Highway Patrol fleet vehicles, inventory control of vehicles to be sold, and bid requests of special purpose vehicles to be traded towards new special purpose vehicles. Work also involves the collection of funds and subsequent paperwork necessary in such transactions. The employee must exercise some independent judgment in the performance of job duties; however, general supervision is provided by a designated superior.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Maintains inventory of all used patrol fleet vehicles and ensures all paperwork associated with the sale and inventory of the used vehicles (e.g., title application, license renewals, notarized documents, odometer statements, current safety inspection, bill of sale, title, etc.) is completed and maintained accurately and in compliance with the rules and regulations associated with the sale and inventory of used vehicles.

Initiates and receives telephone calls from governmental agencies and the general public regarding used vehicles for sale and when necessary, verifies prospective purchasers as authorized agencies or representatives; completes "invitation to bid" forms received from other state agencies and/or county agencies requesting to purchase used patrol vehicles.

Conducts appraisal of vehicles to determine price utilizing the National Automobile Dealers' Association (NADA) Used Car Price Guide.

Accepts payment from governmental agencies and the general public for vehicles and transmits funds to the Garage Superintendent or Director, Motor Equipment Division for deposit into Highway Patrol Motor Vehicle Revolving Fund; maintains records on all cash flow from sold vehicles.

Contacts area dealers to obtain bids for new special purpose vehicles and trade-in of used special purpose vehicles; submits bid proposals to the Director of Motor Equipment Division for approval.

Visually accounts for inventory of used vehicles monthly by walking the lot and checking each car against the paperwork on file in the inventory system; monitors vehicle inventory for cosmetic and mechanical defects; reports any problems found to the Garage Superintendent and maintains log of all vehicles being repaired at various body shops.

Fleet Control Coordinator

2

Maintains the cleanliness of cars to be sold and road tests each vehicle prior to sale (e.g., checks vehicle instruments, tires, battery, etc.).

Assists with the yearly public sale of used vehicles and is responsible for all paperwork associated with the sale of used patrol vehicles to the public.

Periodically travels to other troop headquarters to pick up wrecked or mechanically impaired vehicles, as needed.

Sells and keeps record of the purchase of used light bars by other government entities.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge in the areas of selling and appraising used vehicles.

Working knowledge of the NADA Used Car Price Guide.

General knowledge of the standard practices involved in vehicle sales and titling.

Knowledge of inventory methods and procedures.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to deal effectively with the public and representatives of other governmental agencies.

Ability to operate general office equipment to include a calculator, phone system, fax machine, and copier.

Ability to handle incoming receipts of funds and remit in an accurate and timely manner to the Garage Superintendent or Director of Motor Equipment Division.

Ability to test drive, pick-up and deliver vehicles.

Ability to recognize vehicle defects and take corrective action.

Ability to transport vehicle parts and inventory parts.

Ability to transport and file records and documents.

Ability to establish and maintain harmonious working relationships with others both inside and outside the Patrol.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate effectively; both verbal and written communications.

Fleet Control Coordinator

3

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from high school or possess a GED.

Three years experience in an automotive environment (vehicle sales, service sales, vehicle service, auto parts sales, or other related experience).

NECESSARY SPECIAL REQUIREMENTS

Must be able to be certified as a Notary Public upon employment.

Possess a valid driver's license.